

# Pension Relief

## What is it?

In 1977, the Pension Relief Fund (IC 5-10.3-11) was established to help cities and towns with the financial burdens associated with the police and fire retirement systems of 1925, 1937, and 1953 (collectively known as the “Old Plans”).

## How is Pension Relief processed?

The process of submitting data for Pension Relief (PR) begins when you save and then submit your PR data through the Pension Relief upload web page, which is accessed through the ERM system. The link to the PR Upload web page will be accessible from the ERM home menu on January 3rd, 2017. Please ensure that your staff members responsible for submitting the pension relief reports to INPRS are entered into ERM as contacts and are assigned the ‘PERF Pension Relief Administrator’ security role.

You have **until Jan. 31, 2017** to enter and submit PR data using the PR upload web page accessed through ERM. You are ineligible to receive a distribution if you do not supply complete information (IC 5-10.3-11-4). Instructions for the PR data submission process are now available in the Pension Relief section of the website:

<http://www.in.gov/inprs/policeandfirefighters.htm>

After the Feb. 1<sup>st</sup> submission deadline, INPRS will begin to review all PR data submissions and either approve or return them for additional information. If a submission is sent back, you are notified by email that the submission has errors that must be corrected and resubmitted before the submission may be approved. Once your PR submission is approved, an e-mail will be sent notifying you.

## Recent FAQ: Non-Reported Members

Please keep in mind that all qualified retirees and survivors must be listed on the Pension Relief report until INPRS is notified via the annual report of the reason why they are no longer receiving a benefit. If your current report doesn’t list a previously-reported retiree or survivor with no explanation of why they’re not included, you will see a list of those individuals on the final ‘totals’ page in ERM before you submit your report to INPRS. You have the option at the point to click the ‘Make More Changes’ button to go back and add the missing individuals to the report, if applicable. There will be on-screen instructions to guide you, including INPRS customer service contact information if you have questions.

## Important Dates:

### Jan. 3 2017:

PR Data can be submitted to INPRS by accessing PR upload web page through ERM.

### Jan. 31, 2017:

Last day for submission. You are ineligible to receive a distribution if you do not supply the complete information (IC 5 10.3 11 4).

### Feb. 28, 2017:

Reviewing of PR Data complete.

### March 1, 2017 - April 1, 2017:

INPRS Actuary Processes PR Data.

### April 1, 2017- Jun. 30, 2017:

INPRS Finance prepares PR Distributions.

### Before July 1, 2017:

First installment of PR Distribution made to your direct deposit account.

### Before Oct. 1, 2017:

Second and final installment of PR Distribution made to your direct deposit account.



## Frequently Asked Questions

The following are questions that have been frequently asked. Before calling INPRS, please review this list to see if your question has already been answered.

Will I have to do this every year? Why am I required to do this?

Yes. According to IC 5-10.3-11-4, in order to receive your reimbursement, the information regarding the payments made in the previous year must be sent to INPRS annually.

What should I do if I cannot log in to ERM?

Please contact your staff ERM security administrator to ensure they have added you as a contact in ERM with the Pension Relief Administrator security role. If you receive an error message stating your account is locked or disabled, your staff ERM security administrator can generate you a new password.

Am I going to be able to access my information from last year?

Yes. Once you log in to ERM and access the upload link, you will have the ability to pull up your submission from the previous year. Once you have pulled it up, you can add any new pensioners, beneficiaries, deaths, and payment amounts.

What happens if I don't submit my PR data on time?

You may be ineligible to receive a distribution if you do not supply the complete information (IC 5-10.3-11-4).

When can I start submitting my information online?

You will be able to log into ERM and access the Pension Relief link beginning in early January of each year.

When and what information will be available online to assist me with the process?

The INPRS website has a dedicated section for Pension Relief where helpful information is currently available to view. Please visit:  
<http://www.in.gov/inprs/policeandfirefighters.htm>

Who do I contact if I have additional questions regarding my pension relief distribution?

If you have questions regarding pension relief, feel free to call us toll-free at (888) 876-2707 or email us at [EPPA@inprs.in.gov](mailto:EPPA@inprs.in.gov)

When will I receive my pension relief distributions?

You will receive a letter each June indicating your pension relief amount. Your pension relief distributions are then sent via EFT before July 1<sup>st</sup> and before October 2<sup>nd</sup>.

What information is needed concerning the Electronic Funds Transfer (EFT)?

If you have changed your bank account information for the Pension Relief EFT since the previous year, please submit to INPRS the 'Bank Account Information Update Form' on the INPRS Web site <http://www.in.gov/inprs/policeandfirefighters.htm>

What if I make an error or want to change my Pension Relief report after I have sent it to INPRS?

If you make an error, or need to change your information, please contact INPRS toll-free at (888) 876-2707 and we will have the report sent back to you electronically so that you can fix any errors.

Who do I talk to in order to know how much my unit is going to receive?

INPRS will send a letter in June to your department informing you of your June and September distribution amounts.

Why does it take so long to get my PR payout?

INPRS is required by IC 5-10.3-11-4.7 to pay out your PR distribution amount in two equal payments. One payment is distributed before July 1<sup>st</sup> and the other is distributed before October 2<sup>nd</sup>.